

Willard School Building Committee
Minutes of November 1, 2006

Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Willard School Building Committee was held at the Ripley Building, Conference Room 1.

Members present: David Anderson, Scott Bates, Philip Benincasa, Pat Fernandes, Brenda Finn, Ted Hanselman, Richard Keleher, Anthony Logalbo, Pat Nelson, James Terry, Jerry Wedge, and Christopher Whelan

Members Absent: Franklin Cannon

Others Present: Michael Lawson, Finance Committee Observer; David Wilson, resident; Alice Lencioni, resident; Bonnie Gallagher, resident

The Meeting was called to order at 6PM.

1. Upon a motion duly made and seconded, the Committee VOTED to approve the minutes of October 18, 2006.

2. Report on Project Manager RFP

Tony Logalbo reported that there have been twenty inquiries regarding the RFP. Proposals are due in the Finance Department office on Wednesday, November 8, 2006 by 10:00AM. Tony plans to distribute proposals to committee members that day. The Committee will review all the proposals individually and meet on November 16th to decide which proposers to interview. Interviews are scheduled to occur on November 29th and 30th from 4PM to 8PM. Tony Logalbo will provide evaluation sheets so that all Committee members are evaluating the same criteria. It was proposed to begin the meeting of the 16th at 5 pm to give more time for discussion as a couple members have to leave about 7 pm.

3. Review and Approve Designer RFP

Tony Logalbo reported that he restructured the draft document created by Scott Bates. His goal is for the Committee to review and approve it so that it can be sent to Interim Project Manager Paul Griffin for his input, before publishing it in the *Central Register* on November 15th. Scott has recommended that several points need to be reviewed by Town Counsel. Chris Whelan agreed to that.

After lengthy discussion regarding various components of the RFP, it was agreed that proposers will be asked to format their presentations in the same order to allow easier comparison by Committee members; that civil engineering services, landscaping, and school security design consultant should be added to the list of services; and that hazardous materials abatement services associated with the demolition of the existing building should be noted.

Action steps include: Jerry Wedge and Rich Keleher will work to condense the high performance language in Designer Services to make it acceptable to all; Scott Bates will ensure that the items on the evaluation form are in the same

order as the Submission Requirements and Selection Procedures that proposers will use as the basis of their presentation to the Committee.

The present schedule for Designer selection includes: proposals due December 14, Candidates for interviews identified on January 3, interviews during the week of January 22, and the contract negotiated mid-February. The Committee noted members should make site visits to sample schools of the preferred candidates before the interviews with the candidates. This should be done in groups of three or four with the assistance of the Project Manager. The proposed schedule for interviews may be delayed a week to allow time for this.

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4. Update on Education Specifications

Three documents were distributed regarding the education specifications for the new Willard building. Principal Pat Fernandes reported on the process she devised to take input from grade level and subject area teams. The data addresses the strengths and challenges of the current building and includes storage, natural light, parking, size and location of large spaces, and size and location of instructional spaces.

There will also be a process to get input from the community, particularly having to do with space that could be used by the community in addition to instructional uses.

5. Other Business

Jim Terry reported that he had been contacted by a member of the community who stated that the Town could be fully reimbursed for the use of portable classrooms on site if the Town decided to consider the entire site in the placement of a new building, not just the area that is undeveloped. He suggested that the committee consider such an option. Supt. Brenda Finn noted that MSBA has gone on record that the most reimbursement that it is possible for a community to receive is 80%.

6. Citizen Comment

Alice Lencioni noted that placing a new building on the site substantially where the current building sits, would reduce the cost of running all the utilities to the proposed location on the rear of the site. In addition, she noted that the Willard parcel contains seven fewer acres than the Alcott School and that staging the construction would be tight. She noted that the appearance of the other schools has improved and the amount of green space increased; she hopes that this will be true for the new Willard as well.

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Bonnie Gallagher asked whether site landscaping will include playing fields. It was stated that this is part of the design of a new school.

David Wilson recommended that expertise in school recreation facilities be included in the RFP criteria. Mr. Wilson suggested that one copy of each Designer proposal should be placed at the public library for public review. In addition, Mr. Wilson suggested there should be a more active consultation with

legal counsel with expertise in construction law before the RFP is released. He noted that a contract with the Designer that presumes later changes to meet the MSBA requirements would surely result in litigation. Mr. Wilson continues to believe that the committee schedule is too tight. He recommended that the Committee script the interview questions to ensure that all areas are covered.

7. Upon a motion duly made and seconded, the meeting adjourned at 8:25 PM.

Respectfully submitted,

Ruth C. Lauer, Clerk
Approved: